Payroll Posting Report

<div align="right">

ZHR_RPTPY126

</div>

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
9/22/06	Lesa Terry	Create

State of Washington HRMS

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PAYROLL_POSTING_ZHR_RPTPY **Last Modified:** 10/11/2006 8:31:00 AM   Page 1 / 5
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Purpose

Use this procedure to display payroll funding/accounting transactions for employees payroll.

Trigger

Perform this procedure when the agency's payroll office has completed an Off-cycle reversal in which employee(s) warrants or EFT payments are cancelled because of errors or discrepancies.

Prerequisites

Run after Payroll is exited. This report reads payroll posting data after it has been processed including interfacing with the ALAS (financial) program.

Transaction Code

ZHR_RPTPY126

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to proceed.
Warning	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

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Procedure

1. Start the transaction using the menu path above or transaction code **ZHR_RPTPY126**.

> This report is used to find cancelled warrants, but the name of the report is the **Payroll Posting Report**.

Payroll Posting Report

2. Complete the following fields:

Field Name	R/O/C	Description
Payroll Area	R	Description of the Payroll Area. Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. **Example:** 11

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Field Name	R/O/C	Description
Pay Period	R	The HRMS pay period for HRMS reporting. Designate the single or range of pay periods to report on. Large agencies should only run one pay period at a time. **Example:** 18 2006
Personnel Number	O	The employee's unique identifying number. Run this report by the employee's Personnel Number to limit the amount of data displayed.
Business Area	R	A specific agency in the State of Washington **Example:** 1110

3.   Click (Execute) to execute the report.

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This report contains much detail, use the scroll bars to move to the right to see more data.

4. You have completed this transaction.

Result

You have generated the Payroll Posting report.

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